

## Artech Information Systems, LLC Employment Application

We are an Equal Opportunity Employer that does not discriminate in employment based on race, color, creed, age, sex, national origin, physical or mental handicap, ancestry, marital status, affectional or sexual orientation, military service, or any other characteristic protected by law. Artech Information Systems, LLC will endeavor to make a reasonable accommodation to the physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship to the operation of the business. If you require assistance to complete this form or to participate in an interview, please let us know.

### Personal

First Name	Middle Initial	Last Name
Address	Number and Street	
City	State	Zip Code
Telephone Number	Social Security Number	

### General Information

Position Applied For

Type of employment desired: If employed, when can you start?  
Full-time Regular ( ) Part-time Regular ( ) Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Temporary ( )  
Shift: Day (\_\_\_\_) Evening (\_\_\_\_) Night (\_\_\_\_)

Are you legally authorized to work in the United States? Yes ( ) No ( )

Pursuant to the immigration reform and control act of 1986, all applicants, who are offered employment, must produce documents, which establish their identity and authorization for employment in the United States. These documents must be produced no later than seventy-two hours after commencement of employment. You will be required to sign INS Form I-9 (issued by the federal government) verifying, under oath, your employment authorization.

Have you ever applied for or been employed previously by this Company? Yes ( ) No ( )  
If yes, when \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

Are you under the age of 18? Yes ( ) No ( ) If yes what age? \_\_\_\_\_

List any acquaintances or relatives employed by this company:

Name and Relationship	Name and Relationship
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How were you referred for this position?

**Have you ever been arrested or convicted of a crime?**

If so, when: \_\_\_\_\_

Note: Disclosures of convictions does not automatically disqualify you from employment consideration.

**U.S Military**

Branch of U.S. Military Service \_\_\_\_\_

From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Condition of Discharge \_\_\_\_\_

Describe any job related training, which will help you perform the duties for the position that you are seeking:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Skills/Training**

List any Special Skills or Training that you possess which will help you perform the duties of the position you are seeking:

\_\_\_\_\_  
\_\_\_\_\_

What office machines, warehouse or manufacturing equipment do you operate?

\_\_\_\_\_  
\_\_\_\_\_

Describe your knowledge of the use of Computers and related Software: \_\_\_\_\_

\_\_\_\_\_

**Educational Background**

\_\_\_\_\_ Did You Graduate? Yes ( ) No ( )  
High School Name

\_\_\_\_\_ Major: \_\_\_\_\_  
Address

\_\_\_\_\_ Did You Graduate? Yes ( ) No ( )  
College Attended

\_\_\_\_\_ Major: \_\_\_\_\_ Degree \_\_\_\_\_  
Address

\_\_\_\_\_ Did You Graduate? Yes ( ) No ( )  
Graduate School Attended

\_\_\_\_\_ Major: \_\_\_\_\_ Degree \_\_\_\_\_  
Address

**Employment History**

Please list all part-time and full-time positions, giving present or most recent position first.

1. \_\_\_\_\_  
Employers Name \_\_\_\_\_ Employers Address \_\_\_\_\_  
\_\_\_\_\_  
Your Job Title and Duties \_\_\_\_\_ Supervisors Name \_\_\_\_\_  
\_\_\_\_\_  
Dates Worked  
From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Salary or Rate of Pay” Starting: \_\_\_\_\_ Final” \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May the above employer be contacted at this time for a reference? Yes ( ) No ( )  
If not may the above employer be contacted after an offer is extended? Yes ( ) No ( )  
\_\_\_\_\_

2. \_\_\_\_\_  
Employers Name \_\_\_\_\_ Employers Address \_\_\_\_\_  
\_\_\_\_\_  
Your Job Title and Duties \_\_\_\_\_ Supervisors Name \_\_\_\_\_  
\_\_\_\_\_  
Dates Worked  
From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Salary or Rate of Pay” Starting: \_\_\_\_\_ Final” \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May the above employer be contacted at this time for a reference? Yes ( ) No ( )  
If not may the above employer be contacted after an offer is extended? Yes ( ) No ( )  
\_\_\_\_\_

3. \_\_\_\_\_  
Employers Name \_\_\_\_\_ Employers Address \_\_\_\_\_  
\_\_\_\_\_  
Your Job Title and Duties \_\_\_\_\_ Supervisors Name \_\_\_\_\_  
\_\_\_\_\_  
Dates Worked  
From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Salary or Rate of Pay” Starting: \_\_\_\_\_ Final” \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May the above employer be contacted at this time for a reference? Yes ( ) No ( )  
If not, may the above employer be contacted after an offer is extended? Yes ( ) No ( )  
Account for all periods of unemployment in excess of three (3) months:  
\_\_\_\_\_  
\_\_\_\_\_

**Other:** Please note any additional job-related skills and qualifications you possess, which would help you perform the duties of the position you are seeking:

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**Initial Conditions of Employment**

I have read and fully understand the questions asked in this application. I certify that all the answers given by me are true, accurate and complete. I understand that the omission and/or misrepresentation of any fact from this application or during an interview will result in immediate rejection of my application or if I am hired will be cause for immediate dismissal. I authorize Artech Information Systems, LLC to contact all my employment references, and to inquire about, investigate and obtain copies of any records which relate to me from my former employers and educational institutions I have attended. I hereby release Artech Information Systems, LLC and all affiliated entities, as well as any person or institution that provides Artech Information Systems, LLC management with any information about me, from any and all liability whatsoever resulting from any such inquiry, investigation or communication.

If hired, I agree to abide by all the rules and regulations of Artech Information Systems, LLC. I understand and agree that nothing in this application shall constitute an offer, a contract or a guarantee of employment for a specific period of time. If hired, I understand that any employment will be on an up to 90 day introductory basis and that my employment may be terminated with or without cause and with or without notice at any time, at the will of Artech Information Systems, LLC, and me. I further understand that no representative or agent of Artech Information Systems, LLC, other than the President of the Company has the authority to enter into any agreement for employment for any specific period of time, or to make an agreement contrary to the foregoing unless the agreement is in writing. In addition, I understand that Artech Information Systems, LLC and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change policies, procedures, benefits or other terms and conditions of employment.

Signature of Applicant

Date:

(My signature above indicates that I have read and agree with the above conditions of employment, I also understand that this application will be kept active for a period of six (6) months. Thereafter, I will be required to complete a new application in order to be considered for employment).

**References:**

List three- (3) business related references that we may contact upon our extension of an offer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_